

Student Tax Return Instructions:

You indicated on your 2024-25 FAFSA that you (and/or your spouse) filed a 2022 federal income tax return with the IRS (form 1040). In order for our office to proceed with processing your federal financial aid, you must use one of the following ways to verify the income and tax information submitted on the FAFSA:

OPTION #1: Order by Phone and Submit an IRS “Tax Return Transcript” to the UNK Office of Financial Aid

1. Order an IRS “Tax Return Transcript” for any 2022 tax returns submitted by you.
2. To order by phone: Call 800-908-9946,
 - Enter your social security number
 - Enter the digits from your most recent filed tax return mailing address (ex.1234 UNK 13th Street, enter 1234)
 - Enter 2022
 - Select Option #2 for a Tax Return Transcript.
3. You should receive your Tax Return Transcript in the mail within 5-10 days after placing your order.
4. Once you receive the transcript in the mail, make a copy for yourself, **write your name and NU ID# on it**, and submit it to our office via Financial Aid's “Upload Documents” button on MyBLUE. You may also mail, fax, or deliver the transcript in-person.

OPTION #2: Submit your signed Federal Income Tax Return to the UNK Office of Financial Aid

1. Make a copy of your (and/or your spouse's) 2022 federal tax return (Form 1040) along with schedule(s) 1, 2, & 3, if filed.
2. Make sure to sign your name on the signature line.
3. **Write your name and NU ID# on it** and submit it to our office via Financial Aid's “Upload Documents” button on MyBLUE. You may also mail, fax, or deliver the tax return in-person.

Notes:

- 1. If you have or will file an amended federal tax return for 2022, please contact the UNK Office of Financial Aid for instructions.*
- 2. This form is for instructional use only. There is no need to return this form to our office.*